

SECTION A

Kansas Real Estate Commission

REPLACEMENT APPLICATION FOR RENEWAL OF LICENSE – 2 YEARS

(See page 2 for instructions to submit your renewal.)

_____ LICENSE NUMBER	_____ STATUS (active or inactive)	_____ RENEWAL FEE (Salesperson: \$100 or Broker: \$150)	+ _____ DUPLICATE FEE (\$10 each for two or more companies)	= _____ TOTAL DUE
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Note: Unless you are a salesperson whose license number begins with the letters "SA" or your license is currently on inactive status, you must have 12 hours of continuing education on record by the license renewal date.

☐ Yes ☐ No **Have you completed the 12 hours of continuing education required for this renewal period?**

Brokers - The 12 hours must include at least 6 hours in the mandatory courses: "Required Salesperson and Broker Core" and "Required Broker Core".

Salespersons - The 12 hours must include at least 3 hours in the mandatory course: "Required Salesperson and Broker Core"

Please Print

NAME (AS LICENSED) _____

SOCIAL SECURITY # _____

HOME ADDRESS _____

E-MAIL ADDRESS _____

HOME PHONE (____) _____

COMPANY PHONE (____) _____

COMPANY FAX (____) _____

SECTION B☐ Yes ☐ No

1. *Except for disciplinary action taken against your license by the Kansas Real Estate Commission, has there ever been a denial, revocation, suspension, or any other disciplinary action taken by the state of Kansas or any other jurisdiction against any professional or occupational license held by you? If yes, indicate the name of the jurisdiction, discipline dates and reasons. Unless you have already supplied copies to the Commission, also attach a copy of the order and an explanation of the circumstances that led to the disciplinary action.*

☐ Yes ☐ No

2. Have you ever been convicted of a criminal offense or is there any criminal charge now pending against you (other than minor traffic violations)? This includes misdemeanors. **If yes**, provide the date, offense or pending charge, court location and case number. A response of "previously submitted" will not be sufficient. Unless you have already supplied copies to the Commission, also attach a copy of the charges, any order of conviction, sentencing, and any release from probation or parole.

Date: _____

Offense or Pending Charge: _____

Court location: _____
(needed)

Case #: _____ (attach supplemental sheets if

In accordance with the provisions of the Kansas Real Estate Brokers' & Salespersons' License Act, I hereby make application for renewal of the license indicated above and enclose the statutory fee.

Licensee Signature_____
Date Signed_____
License Number

INSTRUCTIONS FOR SUBMITTING YOUR RENEWAL

Complete section A. Make corrections if necessary to your name and residence address. Show street or RR number of residence, not just a post office box number. Complete the questions in Section B. **If you answered any question "Yes" and you have previously provided to the Commission the documentation requested, you do not need to submit additional copies of the information. However, please be sure to provide enough detail so that we may confirm we have the documentation on file.** Please sign and date the application in Section B.

The renewal due date is the last calendar day of the month preceding the license expiration date. Your renewal application and renewal fee must be postmarked or delivered in person no later than the renewal due date. All continuing education must have been completed by the renewal due date. (See explanation of continuing education requirements below.)

Your check or money order must be payable to the Kansas Real Estate Commission or K.R.E.C. Please do not send cash!

Return Sections A and B with the total due to:

KANSAS REAL ESTATE COMMISSION
3 TOWNSITE PLAZA, STE 200
120 SE 6TH AVE
TOPEKA, KS 66603

Any questions regarding license renewal should be directed to Sandra Lindsay at (785) 296-3412 (Sandra.Lindsay@krec.state.ks.us) or Norma Rolfe at (785) 296-3413 (Norma.Rolfe@krec.state.ks.us).

CONTINUING EDUCATION REQUIREMENTS

If your license number is prefaced by BR: To renew on active status, 12 hours must be completed by the renewal due date. Of this 12 hours, a minimum of 6 mandatory hours must be from the courses entitled "Required Salesperson and Broker Core" (Course Code Prefix: M) and "Required Broker Core" (Course Code Prefix: MB).

If your license number is prefaced by SP: To renew on active status, 12 hours must be completed by the renewal due date. Of this 12 hours a minimum of 3 mandatory hours must be from the course entitled "Required Salesperson and Broker Core" (Course Code Prefix: M).

If your license number is prefaced by SA: Due to the recent conversion of your license from a temporary to a standard salesperson, no additional hours are required at this renewal.

To check the current hours on record and the hours needed for renewal, visit our website at www.accessKansas.org/krec and click on the "Check CEU Hours" tab.

LATE RENEWAL

Failure to file by the due date will automatically cancel your license on its expiration date. You may have your license reinstated and renewed by the payment of the required renewal fee and a late fee of \$50, if such fees and an Application for Late Renewal form are received by the Commission not later than six months following the expiration date of your license.

NON-RESIDENT EDUCATION

Hours taken to meet the continuing education requirements of your resident state will be accepted for Kansas elective hours only as follows:

Brokers: May use a maximum of 6 non-resident hours toward the 12 hours required for active renewal; provided (1) the hours were taken during the current Kansas renewal period; (2) certificates of completion are filed by the renewal due date; and (3) the education completed is not a pre-license course.

Salespersons: May use a maximum of 9 non-resident hours toward the 12 hours required for active renewal; provided (1) the hours were taken during the current Kansas renewal period; (2) certificates of completion are filed by the renewal due date; and (3) the education completed is not a pre-license course.

NO WAIVERS: Although hours may be waived in the state of your residence, they WILL NOT be waived for Kansas license renewal.

INACTIVE STATUS

You may renew on inactive status without having any hours of continuing education on record. If your license is already on inactive status, the Commission must receive Sections A and B of the completed renewal application and the appropriate fee by the renewal due date.

If your license is currently on active status and you want to renew (without continuing education hours) on inactive status, your license, the properly completed Licensee Change Request Form, Sections A and B of the renewal application and the appropriate fee must be returned to the Commission by the renewal due date. PLEASE NOTE, inactive status cannot be postdated. The inactive date will be the date your renewal application was received by the Commission.

IF YOUR LICENSE HAS BEEN ON INACTIVE STATUS FOR MORE THAN TWO YEARS, but less than five years, you will be required to take continuing education hours in addition to the hours required for renewal prior to reactivation. IF YOUR LICENSE HAS BEEN ON INACTIVE STATUS FOR MORE THAN FIVE YEARS, you will be required to take the licensing exam again in order to reactivate, and you must take continuing education hours in addition to the hours required for renewal. IF YOU DO NOT KNOW YOUR INACTIVE DATE, CONTACT THE COMMISSION (785-296-3413 or Norma.Rolfe@krec.state.ks.us).